



Maine Department of Health and Human Services

MECMS Update 62

May 8, 2006

Billing News & Tips

Watch for acknowledgement of your electronic claims

If you file your claims electronically directly to us (without the use of a clearinghouse or a billing agency), then you should receive a transmission acknowledgement within the hour of your submission.

If you don't receive the acknowledgement, contact Jennifer Dupont at 287-4526 to see if we received the file.

If you file electronic claims using a clearinghouse or a billing agency, then the clearinghouse or billing agency will receive the acknowledgement for that submission. In this case, you should check with your billing agency for confirmation.

The Transaction Control Number (TCN) tells you how, when a claim was billed

The first nine digits of the Transaction Control Number (TCN) give you information about how and when a claim was billed. The TCN is on your remittance advice statement (RA). Every claim has a TCN.

To illustrate how to research a claim, let's use as an example TCN 002005045520029000.

The first two digits determine how the claim was billed: 00 is paper and 99 is electronic. In our example, the claim was billed on paper (00).

The third through sixth digits show the year the claim was billed. In our example, the claim was billed in 2005.

The seventh through ninth digits show which day, out of 365 days in the year (or 366 days in a leap year), that the claim was sent to be keyed. This date is in a Julian date format. In our example, the digits 045 represent the 45th day of the year. That means the date was Tuesday, February 14, 2005. To help you determine a Julian date, many printed calendars show the numbered days of the year, and several online tools easily convert dates for you.

The remaining nine digits of the TCN are numbers we use internally in processing your claim.

CMS has this tip for applying for your National Provider ID number

When applying for your National Provider ID number, the Centers for Medicare and Medicaid Services (CMS) urges you to include your legacy identifiers, not only for Medicare, but for all payors.

If you report a Medicaid number, include the associated State name. This information is critical for payors in the development of crosswalks that will aid in the transition to the NPI.

Double check your claims to make sure information is entered correctly

Before mailing any paper claim, please review the claim to make sure that the information is printed in the appropriate boxes. Check to make sure that information is within the box and doesn't extend into any adjacent box.

One link connects you to the six OMS online provider portal tools

When you need information about your claims, remember that there is a single, convenient link that takes you to one site linking six provider portals. With the tools available through the portals, you can find certain claims-related information whenever you need it.

Go to <http://oms.maine.gov/>. You'll see the OMS Portal Menu. From the menu, click on the link you need:

- Financial Portal (MaineCare Payment Information Lookup)
- Procedure Code Lookup
- MECMS Claims Error Report
- MECMS Denied Duplicate Claims Lookup
- Prior Authorization (PA) Portal
- Temporary Claims Portal

Be sure to add the site to your web browser's favorites list. ■

Contact Us

Call: 1-800-321-5557

TTY: 1-800-423-4331

Augusta area: 207-624-7539

On the web: www.maine.gov/dhhs/bms

Write:

MaineCare Billing and Information Unit
Office of MaineCare Services
11 State House Station
Augusta, ME 04333-0011

Our listserv:

Sign up for a convenient, fast way to get the news you need about billing procedures and other MaineCare provider information:
<http://mailman.informe.org/mailman/listinfo/provider/>

Previous issues of *The MECMS Update*:

http://www.maine.gov/bms/innerthird/mecms_update_for_provider.htm ■